

23 July 1957

MEMORANDUM FOR: Director of Logistics

FROM: Assistant Director for Basic Intelligence

SUBJECT: NIS Printing Situation

1. I am concerned over the length of time required to publish the NIS. During the past fiscal year it has taken an average of approximately seven months to process and publish an NIS unit, about 50% of which time was required for the various printing phases. Steps are being taken with the major NIS contributing agencies to improve the quality and review of NIS contributions in order to reduce the processing time in this Office. I am confident that an examination of the printing problem can also result in the more timely publication of the NIS.

2. The Administration Building Plant averaged only 28 NIS sections per month during the past six months of FY 1957. Consequently, the Plant backlog of NIS increased from 48 sections on 31 December 1956 to 140 sections on 30 June 1957, which is considerably in excess of the desired workload.

3. I understand that during that period the Printing Services Division encountered unusual difficulties in integrating the printing staff into the Agency at a time of increased NIS printing requirements. Nevertheless, this growing backlog and increased printing time are of grave concern to this Office since it is imperative that the NIS be published on a timely basis. I should appreciate your cooperation in achieving that objective.

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